



IDENTIFICATION

Department	Position Title	
Finance	Records Officer	
Position Number	Community	Division/Region
15-11563	Yellowknife	Corporate Services

PURPOSE OF THE POSITION

The Records Officer assists the Manager, Information Services (Manager) and Records Coordinator(s) (Coordinator) to effectively manage all facets of the records management program, which includes the creation, maintenance, transfer, retrieval, storage, and disposition of records in all formats.

SCOPE

Reporting to the Manager, Information Services (Manager), and as part of the Information Service unit within the Corporate Services Division, within the Department of Finance, the Records Officer delivers services to the Departments of Finance, Executive and Indigenous Affairs, Lands, Environment and Natural Resources (ENR), Industry and Tourism and Investment (ITI), and the Business Development and Investment Corporation (BDIC) (Departments).

This position provides assistance with the maintenance of the Records Classification System for the Departments that is consistent with the Government of the Northwest Territories (GNWT) wide and Departmental Specific Records Classification Systems (ARCS and ORCS). The position is also responsible for assisting with records projects for the entire department.

The incumbent performs various records management tasks using DIIMS software, and will search and retrieve information from the system, insert files and folders, and print folder labels. The incumbent also uses DIIMS software to create transfers using box identification numbers, print box storage labels and assign folders to boxes for the purpose of retrieving folders at a later date.



The Information Service Unit supports employees across the supported Departments and organizations, whether at Headquarters in Yellowknife or in regional Offices, Fort Smith, and Hay River, Fort Simpson, Norman Wells, and Inuvik or area offices throughout the Northwest Territories.

RESPONSIBILITIES

1. Assist the Information Services unit with the proper management of operation records throughout the Departments.

- Data enter handwritten box inventory reports into DIIMS and generate reports to be reviewed by the Manager.
- Assists working units with their filing, scanning, and sorting of labelling records throughout the Departments.
- At the request of the Manager, provide assistance in a variety of Finance working units during peak workload periods.

2. Support the unit by transferring records to the records centre for semi-active storage periods.

- Comply with relevant records dispositions authorities and retention periods when preparing record transfers.
- Ensure boxes are properly labeled, box reports printed, and transfer numbers assigned to each box transfer to the records centre.
- Perform file folder searches to verify locations of employee files charged out from the records centre.
- Prepare file returns to the records centre, verify folder is charged out and merge unlabeled folders onto labelled folder before returning file to records centre.

3. Assist the Information Services unit with maintaining employee records.

- Enter new employee records onto DIIMS for the purpose of tracking files.
- File documents onto employee pay and personnel files.
- Shelve terminated employee files by year of termination.
- "Shelf reading" pay and benefit shelves in order to correct misfiled folders.
- Maintain safety, security, and confidentiality when handling employee personnel files.

WORKING CONDITIONS

Physical Demands

Time will be spent moving from office to office and to the records storage area. There will be a need to lift and move heavy boxes on a daily basis.

Environmental Conditions

There may be exposure to dust in storage areas.



Sensory Demands

No unusual demands

Mental Demands

No unusual demands

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and/or the ability to learn and apply knowledge of administrative and operational records classification systems.
- Ability to learn and apply knowledge of records management practices and theories.
- Ability to learn and apply records management procedures.
- Ability to learn and apply learning relating to records management software programs.
- Computer skills include Microsoft Office programs, Internet, and email applications.
- Ability to maintain filing records and logs in accordance with government procedures and department guidelines.
- Ability to reference work schedule on a daily basis and update with work assignments.
- Ability to regularly respond to and compose email messages as part of routine business communications.
- Ability to accurately complete tasks with close attention to all aspects of work and carefully control for errors.
- Ability to gather information and facts to address a problem or situation.
- Ability to distribute helpful information to clients.
- Ability to support team decisions and participate / help team members willingly.
- Ability to keep appropriate people informed on progress of tasks / projects.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A relevant diploma and one (1) year of work experience.

Equivalent combinations of education and experience will be considered.



ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required.
- Position of Trust – criminal records check required.
- Highly sensitive position – requires verification of identity and a criminal record checks.

French language (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) Intermediate (I) Advanced (A)

READING COMPREHENSION:

Basic (B) Intermediate (I) Advanced (A)

WRITING SKILLS:

Basic (B) Intermediate (I) Advanced (A)

- French preferred

Indigenous language: Select language

- Required

- Preferred